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**\*ARMY Declass/Release Instructions On File\***  
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21 November 1945

**MEMORANDUM FOR THE CHIEF, MILITARY INTELLIGENCE SERVICE:**

**SUBJECT: Periodical Submission of Essential Elements of Information to the Chief of Staff.**

1. Paragraph 11 b of Field Manual 30-5 holds each commander, assisted by his Chief of Staff and G-2, responsible for designating Essential Elements of Information. In order to perform this duty it is desired to set up a standard operating procedure whereby the Military Intelligence Service will prepare periodic reports of the Essential Elements of Information for the approval of the Chief of Staff. In addition, it is considered desirable to inform the Chief of Staff of the action taken to obtain and disseminate the intelligence relative to these Essential Elements of Information.

2. The Essential Elements of Information will be broad statements of strategic intelligence required to enable the War Department to make sound policy decisions and prepare War Department plans. The Essential Elements should cover the major intelligence interests of the War Department, as known to all General Staff Divisions. They should be specific. (See example, Tab A of Tab I) Ordinarily, they should not exceed one page in length.

3. The form of the study desired in each case is inclosed (Tab I). It consists of a Summary Sheet for the Chief of Staff with two inclosures, the first being the current Essential Elements of Information and the second being the report of action taken on the previously submitted Essential Elements of Information.

4. It is desired that current Essential Elements of Information be submitted each three months to the Chief of Staff for approval. At the same time, he will be informed of action taken on the previous statement of Essential Elements. It is desired that the first study forwarding the Essential Elements of Information be prepared for G-2's

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signature and submitted to this office on 1 December 1945. Tab B and paragraph 3 of Summary Sheet will be omitted in this instance. Periodic studies, including both tabs and all paragraphs of summary sheet, will be submitted every three months thereafter.

Incl:

Summary Sheet Tab I  
w/ Tabs A and B.

CLAYTON BISELL

Major General, GSC

Assistant Chief of Staff, G-2

**NOT USED**

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